

14 DEC 1979

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Services Staff

STATINTL

FROM:

Acting Chief, DDA Management Staff

SUBJECT:

Data Call on Support to Congress (U)

REFERENCE:

Multi-Adse Memo fm Compt dtd 13 Dec 79
same subj (COMPT 79-1611)

1. Reference Comptroller memorandum attached requests information on work effort related to servicing the Congress.
2. Please forward your response to the Management Staff by 11 January 1980.

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Attachment:
As Stated

Administrative - Internal Use Only

MEMORANDUM FOR: Deputy Director for Administration
Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science & Technology
Administrative Officer, DCI

GA Registry

74-3802

FROM : Maurice Lipton
Comptroller

SUBJECT : Data Call on Support to Congress (U)

1. CIA's top managers are concerned that the Agency's components are spending an increasing amount of time servicing the Congress. To help in Agency planning, we need a better understanding of how much effort we are currently expending and how much Congressional demands on our time are growing. We request your help in addressing these questions. (A/IUO)
2. We are requesting that each component (office/DDO division) estimate the work-years spent on Congressional support during FY 1979. Further, components which already have the information on hand should submit data for FY 1977 and FY 1978 as well. Other components should estimate the percent growth in their overall Congressional support effort from 1977 to 1979. We fully recognize that these initial submissions will be imprecise because in most cases no data currently exist. The specific categories of support listed on the attached form should be used whenever possible, but they are only illustrative and serve primarily as a reminder of the types of activities to be included. Please use other categories if they better serve to describe the type of support provided. (A/IUO)
3. We expect that similar information will be required in the future, probably no less frequently than annually. It is suggested that you establish an informal reporting system to aggregate such work-year data for future reporting purposes. (U)
4. We would appreciate your response by 15 January 1980. (U)

Maurice Lipton

Attachment:
As Stated

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ESTIMATED WORK-YEARS IN SUPPORT OF
CONGRESSIONAL REQUIREMENTS

TYPE REQUIREMENT	WORK-YEAR BY FISCAL YEAR		
	<u>77*</u>	<u>78*</u>	<u>79</u>
1. <u>Congressional Budget Submission</u> (<u>Not</u> all budget-related work)	.1	.1	.1
2. Congressional Budget Hearings and Responses to Questions			
3. Reprogramming Actions Requiring Congressional Approval			
4. Congressional Requests for Studies, Support to S&I Teams, and Prepara- tion of Responses			
5. Reserve Release or Presidential Findings Briefings or Hearings			
6. General Information and Back- ground Briefings: Geographic, Biographic, and Substantive Support for Congressional Trips (principals and staff)			
7. Overseas Support for Visiting Congressmen and Staffers			
8. Congressional Liaison, Comments on Legislative Proposals, etc.	.2	.2	.2
9. Other: Specify			
TOTAL	<u>.3</u>	<u>.3</u>	<u>.3</u>

* If available, otherwise estimate
percentage increase in total effort
for 1977 to 1979.

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